Multifamily Tenant Characteristics System (MTCS)

Eligibility and Admissions Report Guide
September 1999

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1. Summary

The *Eligibility and Admissions Report* provides a list of families identified as over income or inappropriately housed at admission. This report provides the name and Social Security Number for each family identified.

The *Eligibility and Admissions Report* displays data on Public Housing, Indian Rental, Indian Mutual Help, Indian Housing, Section 8 Certificates, Section 8 Vouchers, and Section 8 Moderate Rehabilitation.

This guide helps users:

Access the Eligibility and Admissions Report

- Understand MTCS report data fields

- Interpret and use the data contained in the report

* This guide is for the *Eligibility and Admissions Report* and is not intended to be a sole source for MTCS report users. For information on other reports, please go to:

www.hud.gov/pih/systems/mtcs/document.html

2. Access the Eligibility and Admissions Report

From the *MTCS Main Menu,*

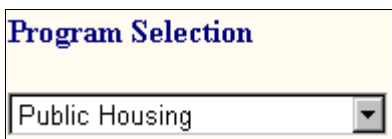- Use your mouse to click on the words 'MTCS Reports'

MTCS Reports

The *MTCS Selection Menu* appears on your screen.

2.1. Program Selection

From the *Selection Menu,* you must select a single program type to view this report.

Single program types include:

1. Public Housing
2. Indian Mutual Help
3. Indian Rental
4. Section 8 Certificates
5. Section 8 Vouchers
6. Section 8 Moderate Rehabilitation

- Use your mouse to select a program from the drop-down box

Program Selection

Public Housing

2.2. Level of Information

Once you have selected a program, you must select a level of information.

To view the *Eligibility and Admissions Report*, you must select either:

1. Housing Agency
2. Project (Public & Indian Housing only)

- Use your mouse to select a level of information

⊙ Housing Agency

* For detailed information on how to select a 'level of information,' look on the MTCS documentation web site:

www.hud.gov/pih/systems/mtcs/document.html

2.3. Select the Eligibility and Admissions Report

After you complete the 'level of information' selection,

- Click on the **'Report Menu'** button

The *MTCS Report Menu* appears on your screen.

- Use your mouse to select the *Eligibility and Admissions Report*

Eligibility and Admissions

3. Data Field Definitions

Definitions apply to selected 'program type' and 'level of information.'

The *Eligibility and Admissions Report* has seven data fields.

Data Field	Data Field Definition
Head of Household's Name	Head of Household's (HOH's) name from the Form HUD-50058
Head of Household's SSN	HOH's Social Security Number from the Form HUD-50058
HA Code	HA state and HA number from the Form HUD-50058
Project Code *Public and Indian Housing only*	Project state and project number from the Form HUD-50058
Site Number *Public and Indian Housing only*	Site number or suffix, if applicable, from the Form HUD-50058
Type of Discrepancies Income	Displays an "X" if the family's total annual income is more than the low income limit for families of similar size in the metropolitan statistical area or county
Type of Discrepancies Unit Size	Displays an "X" if the family is under-housed or over-housed Note: • O = over-housed • U = under-housed

4.   Report Applications

There are a variety of different uses for MTCS reports. This section highlights some of the important data fields in the report and describes the ways MTCS users can use the data contained in this report

HUD intends users to challenge information contained in MTCS reports because often, upon further investigation, the problems or issues may be different than they appear in MTCS. Use MTCS data and reports as a starting point for discussion, investigation, research, and analysis.

4.1.   Key Data Fields

- The **Type of Discrepancies** section of the report indicates to users whether MTCS identified the household as over-income at admission or assigned to a unit larger or smaller than HUD standard.

4.2.   PHA Uses for the Report

- **Plan and manage programs**

PHAs can use this report to evaluate income or unit size discrepancies at the individual household level. The report provides PHA users with the name, Social Security number, and project number for each household. MTCS lists data alphabetically the head of household's last name.

Generally, PHAs should admit applicants with incomes at or below the Very Low Income Limit (50 percent of area median). However, there are several circumstances where admission of higher income households is appropriate.

PHAs can also use this report to determine if there is a discrepancy between the reported household members and the unit assigned. PHAs may want to access the report to verify that they follow their occupancy policies and manage their housing inventory appropriately. To confirm if families are inappropriately housed, the PHA can access this report in MTCS and compare it to the individual family files for the identified households.

PHAs should use this report in conjunction with the Over- and Under-Housed Report in MTCS.